

Position Announcement – City Manager

Town of Troy City Manager Job Description

DEFINITION

This employee is responsible for the daily operation of the Town of Troy government activities and support services under the general supervision of the Mayor and Board of Alderman. The employee serves at the will and pleasure of the Mayor and Board of Alderman. Instructions to the employee are general and the employee must routinely use independent judgement when completing tasks. The employee must consider different courses of action and sometimes deviate from standard operating procedures. The work requires frequent contact with the Mayor and Board, committees, all department heads and employees and the general public. Must coordinate these to assure the effective and efficient operation of the city government.

EQUIPMENT AND LOCATION

The employee will operate a computer, fax machine, copier and other modern office equipment. Work is generally indoors, but the employee must be prepared to work outdoors regardless of weather conditions when necessary.

ESSENTIAL FUNCTIONS OF THE JOB

Responsible for the preparation and administration of the city budget, as well as the development of documents such as the personnel policies and procedures, etc.

Is responsible for the overall operation of the city and monitors the performance of all departments relative to budgets, schedules, and effectiveness.

Consults and cooperates with the committees of the Mayor and Board of Alderman in the administration of city affairs.

Keeps the Mayor and Board of Alderman informed as to departmental operations especially as they relate to financial conditions, budgets, schedules, cost overruns, etc.

Reports to the Mayor and Board of Alderman corrective action taken or proposed in order to bring departments or special projects and outside contracts back under budget, so they conform to schedules and cost estimates.

Serves as both Flood Plain Administrator and Code Enforcement Officer.

Prepares reports, agendas, and other information for submission to the Mayor and Board of Alderman or other groups.

Makes recommendations to the Mayor and Board of Alderman for improving the quality and quantity of public services to be rendered by the officers and employees to the citizens of the city.

Coordinates and supervises all day to day administrative activities and operations for each department of the city under policies established by the Board of Commissioners.

Responsible for the hiring, promotion, termination, and discipline of city personnel.

Services, consults, cooperates, and coordinates committees and work groups, as directed by the Mayor and Board of Alderman, in order to properly administer the affairs of the city.

May recommend specific personnel positions and/or reorganization of city administration, as may be required to meet the needs and operational requirements of the city; and may propose personnel policies and procedures for approval by the Mayor and Board of Alderman.

Administers the personnel policies and related rules and regulations as adopted by the Mayor and Board of Alderman.

Administers and coordinates all federal and/or state grants applied for and received by the city; stays abreast of grant programs and opportunities for future funds.

Acts as purchasing agent for the city in accordance with State law and purchasing policies and procedures adopted by the Mayor and Board of Alderman.

ADDITIONAL EXAMPLES OF WORK PERFORMED

Keeps the Mayor and Board of Alderman fully advised as to the conditions and needs of the city.

Makes recommendations to the Mayor and Board of Alderman on policies and procedures for the efficient business-like operation of city government.

Recommends to the Mayor and Board of Alderman the priority of programs or projects involving public works, public improvements, public safety, etc.

Performs other duties as required by the Mayor and Board of Alderman.

REQUIRED KNOWLEDGE AND ABILITIES

Knowledge of municipal budgetary principles and practices.

Knowledge of the organization, functions and problems associated with municipal government operations.

Knowledge of code enforcement practices and procedures.

Knowledge of municipal personnel administration, including policies and procedures and federal and state laws dealing with personnel administration.

Working knowledge of governmental fund accounting and financial statements.

Knowledge of the general operations of a city government.

Knowledge of administrative skills, practices and procedures related to effective and efficient administration of city government.

Ability to evaluate situations and make decisions in a timely manner.

Ability to study municipal operations and make recommendations to the Mayor and Board of Alderman for improvements.

Ability to plan, assign, and coordinate the activities of city employees and other resources in order to achieve the most efficient and effective day to day operations.

Ability to establish and maintain effective working relationships with the general public, employees, and elected officials.

QUALIFICATIONS

Bachelor's Degree; or two to five years related experience and/or training; or an equivalent combination of education and experience.

Applications

Interested applicants: Send cover letter and resume via electronic mail to Mayor Mark Watson at mwatson@troytn.gov Application deadline is August 31, 2023